

GULF COAST COMMUNITY FOUNDATION

Behind every meeting, donor conversation, grant funded and community partnership is someone who makes it all come together. We're looking for an organized, dependable **Administrative Assistant** to support two vice presidents. This position reports to the VP of Community Leadership with a dotted line to the VP of Philanthropy and plays a vital role in facilitating effective communication, managing schedules, and handling administrative tasks for the two leaders.

What You'll Do: You'll provide day-to-day administrative support to both vice presidents, helping keep work organized and on track. You'll manage calendars for both vice presidents and coordinate meetings and committee activities, from invitations through minutes and follow-up. You'll prepare agendas, presentations, and correspondence; maintain department files and CRM records; process routine expense reports; and occasionally help with basic travel arrangements. You'll bring strong attention to detail, good judgment, and initiative, handle confidential information with professionalism, and be a responsive, professional point of contact.

To be successful in this role: You'll bring at least a **high school diploma** or equivalent with at least 2 years of administrative experience including **supporting multiple stakeholders** (such as senior-level staff) and **managing calendars for multiple team members**. **Proficiency in Microsoft Office** is essential, along with strong organizational skills, attention to detail, and the ability to prioritize competing deadlines. You'll have a proactive, problem-solving approach that will help you anticipate needs, communicate clearly, and build positive relationships. You'll provide excellent customer service, handle confidential information with discretion, and work well both independently and collaboratively. Additionally, if you bring experience with project management tools (e.g. Asana), CRM systems (e.g. Foundant), research or due diligence work, or have experience in a nonprofit, philanthropic, or mission driven organization, we want to hear from you.

The logistics: This is a hybrid role with work taking place across the Foundation's Venice and Sarasota offices. Because this is a highly collaborative, dual-department support role, regular **in-person** presence is essential to its success. Remote work may be available based on operational needs and the requirements of the role.

Excellent benefits: Enjoy a robust benefits package with generous employer contributions (up to 100% depending on the plan): medical, dental, vision, disability, life insurance, 401(k) with employer match, 160 hours of PTO, 12 paid holidays, and many more.

Exceptional Culture: You'll work in a collaborative environment built on accountability, trust, clarity, and alignment – one that fosters teamwork, innovation, and professional growth, and empowers you to take measured risks and move confidently into the future.

Status: Full-time, Non-Exempt, Hourly. Range: \$21.75 to \$27.00 per hour

To see the full job description and learn more about our benefits, visit GulfCoastCF.org/careers

To Apply: Send resume to: jointheteam@gulfcoastcf.org

Since 1995, Gulf Coast Community Foundation has powered bold philanthropy and collaborative leadership to drive meaningful change across our region. Guided by values of **authenticity, curiosity, collaboration, grit, and a trailblazing spirit**, we work side-by-side with donors, partners, and community members to tackle our region's biggest challenges and unlock its greatest opportunities. Together with our donors, we've invested more than \$625 million in health and human services, education, civic & economic development, arts & culture, and the environment. Headquartered in Venice, with a second office in downtown Sarasota, Gulf Coast is nationally recognized for excellence, earning multiple "Best Nonprofits to Work For" honors and accreditation from Community Foundations National Standards®. Learn more at GulfCoastCF.org and follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#).